STATE OF CALIFORNIA OFFICE OF THE ADJUTANT GENERAL P.O. Box 214405 - 2829 Watt Avenue Sacramento, California 95821-4405

Change No. 1

14 September 1987

Personnel Records and Identification of Individuals IDENTIFICATION CARDS

- 1. CAL ARNGR 640-3, 1 December 1985, is changed as follows:
 - a. Delete paragraph 3e.
 - b. Add paragraph 12.
- 12. AUDITS. Records of accountable forms will be audited annually and upon change of I.D. Card Control Officers. Change of I.D. Card Control Officer audits will be conducted jointly by incoming and outgoing I.D. Card Control Officers. The completion of audits will be recorded on a certificate that will specify the quantity and serial numbers of I.D. Cards for which the Command is accountable (the quantity and serial numbers of blank cards on hand) and a description and explanation of any discrepancies present. If blank cards are missing an investigation under AR 15-6 will be conducted, and a report will immediately be made to CAAS. The certificates of inventory will be maintained with the Control Registers for five years for accountability purposes.
 - c. Remove Appendix A.
- 2. File this change in front of the publication for reference purposes.

(CAAS)

BY ORDER OF THE GOVERNOR:

AND EN G. FR. CAL AND DISTRIBUTION DEPARTMENT A

ROBERT C. THRASHER Brigadier General The Adjutant General

STATE OF CALIFORNIA OFFICE OF THE ADJUTANT GENERAL P.O. Box 214405 - 2829 Watt Avenue Sacramento, California 95821-4405

CAL ARNG Regulation No. 640-3

1 December 1985

Personnel Records and Identification of Individuals IDENTIFICATION CARDS

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- 1. PURPOSE. This regulation implements AR 640-3 and sets policy of the Adjutant General pertaining to the issuance, control, security and eligibility requirements for identification cards as appropriate for officer, warrant officer and enlisted personnel of the California Army National Guard and their dependents.
- 2. POLICY. The provisions of the above cited regulation except as modified/supplemented herein, are applicable to the California Army National Guard.
- 3. TYPES OF IDENTIFICATION. Types of identification currently in effect for members of the California Army National Guard and eligible dependents are:

^{*}This regulation supersedes CAL ARNGR 640-3, 1 May 1980 and all changes.

CAL ARNGR 640-3 1 December 1985

a. DD Form 2A (Res)(Red). The identification card issued by authorized headquarters to all members of the CAL ARNG not on active duty, utilizing Application for Identification Card, DA Form 428. This card is to be carried by the member throughout their period of service in the CAL ARNG and will be surrendered upon their separation. Enlisted personnel are issued this card with an expiration date coinciding with date of ETS. Officer personnel card expiration date will indicate "indefinite".

- b. DD Form 2A (Active Duty) (Green). Issued by commanders identified in paragraph 4a to all members of the California Army National Guard on Full-Time Training Duty (FTTD) under Title 32, USC (Full Time Manning) and on Active Duty for Training (ADT) under Title 10, USC (Full Time Recruiters) performing Active Duty in excess of 30 days. This card is surrendered upon completion of the tour of duty for which ordered. Officer and enlisted personnel active duty identification cards are given an expiration date coincident with end of their active duty tour.
- c. DD Form 1173. This card is issued (see para 4) to eligible dependents of members of the California ARNG when the ARNG member enters on FTTD for periods of more than 30 days. Application for this card is submitted on DD Form 1172 to the unit commander. Cards are issued by issuing headquarters after dependency and entitlements are verified. Cards are surrendered when the member's tour has ended.

d. DA Form 5431.

- (1) Army Guard/Reserve Family member identification card (DA Form 5431) is a non-benefit extending card. Purpose of this card is to provide identification of guard/reserve family member. The DA Form 5431 in conjunction with Active Duty for Training Orders, Mobilization Orders, Leave and Earning Statement or Letter of Authorization will provide bearer access to specifically authorized benefit and privilege facilities, such as medical treatment facilities, commissaries, and exchanges. This headquarters encourages all eligible service members to obtain cards in order to facilitate family usage of all authorized privilege facilities.
- (2) DA Form 5431 may be issued (see para 4) upon request of the service member (sponsor) to all eligible primary family members age ten years and above, except for those family members who require dependency determinations from this headquarters. Eligibility will be established as explained in paragraphs 3-3, 3-14, and 3-15, AR 640-3.
- (3) Unit commanders will establish procedures for retrieving DA Form 5431 when eligibility terminates (sponsor ETS, Divorce, etc.). Special attention should be given to ensuring that service members are aware of their responsibility to report changes in their family members status (Divorce, Adoptions, Deaths, etc.).
- (4) Expiration date will be four years from the date of issue or expiration date of term of service, whichever date is earliest.

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- e. Orders . Orders issued to CAL ARNG members entering FTTD, AAT or AT for periods of more than 72 hours, but less than 30 days, will include a remark that eligible dependents are authorized exchange and commissary privileges for the period of duty specified on the order. In addition, individual members will be furnished a certificate, by the unit commander which will further designate their dependents so named as their agents for the purpose of exchange and commissary privileges. See sample Certificate, Appendix A.
- 4. ISSUING AUTHORITIES. a. The following commands are designated as issuing headquarters of DD Form 2A (Res)(Red), DD Form 2A (Active Duty) (Green), DA Form 5431 and DD Form 1173 for personnel of units assigned or attached and eligible dependents:

OTAG
HQ (-) STARC
Det 1 STARC (USPFO)
Det 2 STARC (CSLO)
Det 3 STARC (LOS AL)
Det 4 STARC (TRP CMD)

Camp Roberts ISU
40th Inf Div
175th Med Bde
115th Area Spt Gp (ASG)
49th MP Bde
CA AVCRAD

- b. Commands are responsible for the issue, control, security turn-in and disposition of DD Forms 2A (Res)(Red), DD Forms 2A (Active Duty) (Green), DA Forms 5431, and DD Forms 1173 and verification of DD Form 1172 (Application for Uniformed Services Identification and Privilege Card) or DD Form 1172 (Application for Army Guard/ Reserve Family Member Identification Card (DA Form 5431).
- c. Upon presentation of proper application form(s), identification cards may be issued by active military installations within their capabilities as well as the above listed commands providing applicant is an assigned or attached member or dependent of the above commands.
- d. Commands listed in para 4a may delegate authority in writing, not lower than battalion or squadron level, to prepare, verify, countersign and issue DD Form 2A (Res) (Red), DD Form 2A (Active Duty) (Green), DD Form 1173, and DA Form 5431 to eligible personnel. Troop Command may delegate authority down to the 40th and 49th Personnel Service Companies to issue ID cards. In such instances, requisitions for DD Form 2A (Res), DD Form 1173 and DA Form 5431 will be submitted to the appropriate commands listed above.
- 5. APPLICATION FORMS. a. DA Form 428 (Application for Identification Card) will be prepared by each individual in accordance with cited references. Applications will be prepared in duplicate and upon receipt of DD Form 2A by the applicant, DA Form 428 will be distributed as follows:
 - (1) Original File in permanent section, unit 201 file.
- (2) Duplicate To be retained by the issuing officer and filed in alphabetical sequence to agree with the number shown on the reverse side of DD Form 2A.
- (3) Individuals receiving ID cards from active installations shall return the original DA Form 428 and one photograph to their unit of assignment for inclusion into the members 201 file.

b. DD Form 1172.

- (1) Application for Uniformed Services Identification and Privilege Card is used to request DD Form 1173 and is to be prepared in triplicate by the unit to which applicant sponsor is assigned. (Sample attached as Appendix B). The original and one copy of DD Form 1172 will be submitted to the issuing head-quarters, accompanied by one copy of the orders announcing either AAT, AGR or FTTD status and one copy each of all documents used to verify eligibility. Issuing headquarters will verify dependency and entitlements, retain the copy of DD Form 1172 and return the original copy, along with documents provided for verification, to unit concerned. Original and third copy of DD Form 1172 will be retained in service members Military Personnel Records Jacket (MPRJ).
- (2) For personnel on AGR Tour and FTTD Recruiters, the third copy of DD Form 1172 is forwarded to Support Personnel Management Office (SPMO), OTAG (the issuing headquarters), for entry into the DEERS system.
- (3) REP personnel may have DD Form 1172 completed and verified at reception stations for issue of DD Form 1173 to eligible dependents. One copy of application to be forwarded to DOD Enrollment/Eligibility Processing Center, P.O. Box 1328, Santa Barbara, CA 93101 instead of address shown on DD Form 1172 (1 Jan 70 only).
- (4) The DD Form 1172 will also be used as Application for Army Guard/Reserve Family Member Identification Card (DA Form 5431).
- (5) The DD Form 1172 will be prepared in original and two copies (as shown in Appendix C) by the unit to which the applicant is assigned. The original and one copy will be retained in the service member's MPRJ. The original will be used to enroll eligible family members in Defense Enrollment Eligibility Reporting System (DEERS) upon mobilization and for issue of DD Form 1173 in accordance with paragraph 3-23, AR 640-3. Copy one will be kept for use in the peacetime DEERS Enrollment. Copy two will be used for issue of DA Forms 5431. For service members on AGR Tours of 31 or more days, copy one will be forwarded to Support Personnel Management Employee Service (SPMO), OTAG for entry into the DEERS system.
- (6) The applicant's unit shall alter the DD Form 1172 by crossing out the title of DD Form 1172 at the top of the form and inserting the following language:

"Application for Army Guard/Reserve Family Member Identification Card (DA Form 5431"

- (7) The service member shall complete Sections I, II (as applicable), V, and execute Section VI.
- (8) The verifying officer shall verify information provided by service member in Sections I, II, V, and VI and complete the fourth column in Section II. Privileges authorized (items 14, 27, and 40,) will be annotated as "NA". Items 19, 32 and 45, MC effective date will be left blank. The verifying officer shall execute Section III and forward to issuing officer.

(9) The issuing officer shall complete the fifth column in Section II and execute Section IV.

- 6. LAMINATION AND PHOTOGRAPHS. a. DD Forms 2A, DA Forms 5431, and DD Forms 1173 shall be laminated by the issuing headquarters prior to issue. Lamination packets will be requisitioned from the USPFO, ATTN: CAUS-ST (SSSC). Nomenclature is Laminant, ID Picture, National Stock Number 7510-00-X06-0001, U/I ea.
- b. DD Forms 1173 for dependent(s) will be completed by the issuing head-quarters, to include photographing of dependent(s) and lamination of the identification card(s).
- c. Issuing headquarters are responsible for arranging for suitable photographs to be utilized on DD Forms 2A, DD Forms 1173, and DA Forms 5431. Arrangements may be made with active military facilities or with site, post, camp or station commanders within their capability, during periods of AT. Photographs (1 x 1 1/4 inch either black and white or color) must conform to the general specifications prescribed in AR 640-3, para 6-2. Obtaining photographs must be accomplished without expenditure of state funds.
- d. Identification photo cameras, lamination equipment, nameboards and lettering are available and in service at battalion level. Use existing procedures to requisition additional equipment when needed.
- 7. LOSS, SURRENDER, CONFISCATION AND ABUSE OF PRIVILEGES. Actions described in AR 640-3 para 1-11 thru 1-15 and Chapter 4, concerning actions in the event of loss, surrender and abuse of privileges of DD Forms 2A (Res), DD Forms 2A (Green), DD Forms 1173 and DA Forms 5431 are applicable to the CAL ARNG.
- 8. REPLACEMENT ISSUE. a. DD Form 2A (Reserve) (Red) and DD Form 2A (Active) (Green) will be reissued under any one of the following conditions:
 - (1) Reenlistment
- (2) On promotion, a new card shall be issued when promoted to the grade of E4 and above, or to any warrant or commissioned officer rank.
 - (3) Demotion
 - (4) Loss, theft, mutilation or to correct an error.
- (5) Upon significant change in facial features (weight gain/loss, grow/shave mustache) which clearly affects recognition of bearer.
 - (6) Name change
 - b. DD Form 1173 and DA Form 5431 will be reissued only to:
- (1) Replace lost, stolen, destroyed, mutilated or expired cards when the dependent(s) still meet issue requirements.

- (2) Correct an error
- (3) Show a change in a family members eligibility
- (4) Suspend a privilege
- (5) Change data that makes the identity of cardholder questionable
- 9. SUPPLY OF BLANK FORMS. a. DD Forms 2A, DD Form 1173 and DA Form 5431 will be requisitioned from USPFO, ATTN: CAUS-PB by either the issuing headquarters or commands with delegated authority (i.e. Battalions or Personnel Service Companies). Requisitions will be made on DA Form 17 in duplicate and signed by the Publications Officer.
- b. DD Forms 1172 and DA Forms 428 will be requisitioned from USPFO, ATTN: CAUS-PB by units.
- c. The following forms will be requisitioned from OTAG, ATTN: General Files in accordance with CAL ARNG PAM 310-2:
- (1) CAL ARNG Form 640-1, Issue and Destruction Roster DD Form 1173 (Sample Appendix D).
- (2) CAL ARNG Form 640-2, Issue and Destruction Roster DA Form 5431 (Sample Appendix E).
- (3) CAL ARNG Form 640-3, Sample Control Register for DD Form 2A (RED) (Sample Appendix F).
- (4) CAL ARNG Form 640-4, Sample Control Register for DD Form 2A (GREEN) (Sample Appendix G).
- 10. ACCOUNTABILITY. DD Forms 2A (Res), DD Forms 2A (Active Duty) (Green), DA Forms 5431, and DD Forms 1173 are accountable forms and as such will be stored and handled appropriately in accordance with existing regulations. Supply and accountability guidance of blank DA Forms 5431 is contained in paragraph 6-6, AR 640-3. Requests for additional guidance should be directed to this headquarters, ATTN: CAAS-AO. A record of each form issued will be maintained similar to the sample rosters shown in Appendices D and E to this regulation. Proper storage, handling and accountability of identification cards will be reviewed by higher headquarters during visits and inspections.
- 11. APPOINTMENT OF ID CARD CONTROL OFFICER. Issuing headquarters will appoint an identification card control officer (Commission or Warrant) who will be accountable for the purpose of requisitioning, receipt issue, turn-in, storage, and disposition and be responsible for verification of DD Forms 1172 and DA Forms 428, and signing DD Forms 2A (Active) (Green), DD Forms 2A (Res) (Red), DA Forms 5431, and DD Forms 1173. ID Card Control Officer will maintain an accounting of all serially numbered cards issued to their headquarters. Appointment is to be documented on a Disposition Form (DF) similar to other appointments.

APPENDIX A

(Unit Designation)

SUBJECT: Letter of Authorization - Exchange and Commissary Privileges

TO:

Officer in Charge

Exchange and Commissary Facilities

1. This is to certify that the following individual, a member of the California Army National Guard, has been ordered to active duty for training for the period indicated below and is entitled to unlimited commissary and exchange privileges during that period in accordance with the references cited in paragraph 3 below:

GRADE, NAME

SSAN

FROM

TO

2. These unlimited commissary and exchange privileges are also extended to his or her dependents during the period specified above. Eligible dependents are identified below:

NAME

RELATIONSHIP

SIGNATURE

3. Authority

- a. Commissary privileges are authorized by Department of Defense Directive 1330.17, Subject: Armed Services Commissary Store Regulations, dated 4 May 1978, and AR 30-19 and AFR 145-15.
- b. Exchange privileges are authorized by Department of Defense Directive 1330.9, Subject: Armed Services Exchange Regulations, dated July 1980, and AR 60-20 and AFR 147-14.

Com		

APPENDIX B

	APPLICATION FOR UNIFORME	D SERVICES IDEN	TIFICATION	4 AND PR	IVILEGE CARD	
	DATA REQI	UIRED BY THE PRIVA	ACY ACT OF 1	1974	,	
AUTHORITY:	10 U.S.C. 132 Executive Order 9397, 22	; November 1943 (Sosir	al Security Nus	mber).	,	
	is used by applicant to apply for a DD F				<u> </u>	•
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DISCLOSURE:					-	
	Mandatory for Active Duty military personal Voluntary for all other personal. However ID Card to personal otherwise eligible.	e, failure to farmish all	information, in	sinding SEN	, could delay of present	the issues of ag-
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Office of the	Adjutant General	7. Bharton C. J.				
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Sacramento, CA		MAJ, ACG,				
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RECEIPT OF CARDISI	1	I *				

APPENDIX C

	ANNO REPORT OF THE PARTY OF THE	BOX XBBAVICK SCADENA	(ROCATOOK ADDROPRO	XXXXXXXXXXX			
	DATA REC	UIRED BY THE PRIVAC	Y ACT OF 1974				
AUTHORITY:	10 U.S.C. 133 Executive Order 9397, 2						
PRINCIPAL PURPOSE(S):	Is used by applicant to apply for a DD	Form 1173, "Uniformed 8	Services Identification and	Privilege Card."			
ROUTINE USE(S): Is used by appropriate authority to evaluate an applicant's eligibility to be issued a DD Form 1173, "Uniformed Services Identification and Privilege Card." The DOD Enrollment/Eligibility System will be a routine user of information provided on this application.							
DISCLOSURE:	Mandatory for Active Duty military per Voluntary for all other persons. Howe ID Card to persons otherwise eligible.	rsonnel. Failure to comple	te the form may result in	disciplinary or administ	retire action.		
	SECTION 1 - IDENTIFICATION OF	F PERSON UPON WHOM ELF	GIBILITY FOR DD FORM 1	173 (\$ BASED			
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in Uniformed Servi					48-Medical Care		
•	ECTION III - VERIFICATION BY PERSON	NEL OFFICER OR OTHER F	RESPONSIBLE OFFICIAL CI	SPONSON'S SERVICE			
to which entitled, effective presentation of this applicat will not be issued ID Cards Washington, D.C. 20301,	amed in Section II has been verified, issuand expiration date of eligibility for each ion, (B) enter in the appropriate column in Section V, Item 60, send a copy of t(D) complete Section IV of this applicat	h named person are verifie in of Section II the card in his application to DOD En ion form and return it to t	d, issuing agency is request umber issued with the dat proliment/Eligibility Proces the organization designates	sted to (A) issue DD For e issued, (C) if depend- ming Center, OSD/HA, I d in Item 50.	em 1173 upon ents are claimed who		
	O. Box 214405	51. TYPED NAME, GRA		52. SIGNATURE			
Sacramento, C		ROBERT G. I		1			
Sacramento, C	 	MAJ, AGC, A					
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4. ORGANIZATION OF ISSUIT	NG OFFICER (Include UIC)	85. TYPED NAME, GRA	DE, AND TITLE	56. SIGNATURE			
MLPO, OTAG, P Sacramento, C	O. Box 214405 A 95821-4405	RUTH R. WI WOl, CHIEF					
7.	G. DATE ACKNOWLEDGED	b. SIGNATURE OF CA		<u> </u>			

APPENDIX D	
!	
(Unit Designation and Address)	

ISSUE AND DESTRUCTION ROSTER - DD FORM 1173 (Uniformed Services ID & Privilege Card)

CARD NO.	LAST NAME, FIRST NAME & MIDDLE INITIAL	SSN	SPONSOR NAME & GRADE	DATE ISSUED	DATE DESTROYED
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(Unit	Designation	and	Address)
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ISSUE AND DESTRUCTION ROSTER - DA FORM 5431 (Army Guard/Reserve Family Member ID Card)

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APPENDIX F

SAMPLE CONTROL REGISTER FOR DD FORM 2A (RED) (RES) IDENTIFICATION CARD

CAL ARN	CARD NO.
CAL ARNG Form 640-3	NAME
1 Dec 85	GRADE
	NSS
	UNIT ASSIGNED
i	ISSUED
	DATE
	REMARKS

(Unit Designation and Address)

SERIALIZED ROSTER OF DD FORM 2A (RED) (RES) IDENTIFICATION CARD

APPENDIX G

SAMPLE CONTROL REGISTER FOR DD FORM 2A (GREEN) (ACTIVE) IDENTIFICATION CARD

_	
CAL ARN	CARD NO.
CAL ARNG Form 640-4 1	NAME
1 Dec 85	GRADE
;	SSN
	UNIT ASSIGNED
	DATE
	EXPIRATION DATE
	REMARKS

(Unit Designation and Address)

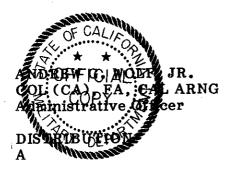
SERIALIZED ROSTER OF DD FORM 2A (GREEN) (ACTIVE) IDENTIFICATION CARD

CAL ARNGR 604-3

(CAAS-AO)

BY ORDER OF THE GOVERNOR:

OFFICIAL:



WILLARD A. SHANK Major General The Adjutant General